

Maine Learning Technology Initiative (MLTI)

MLTI Grade 7 & 8

Staff Eligibility, Device Order Form and Instructions

June 2006

**Please review the Staff Laptop Eligibility guidelines and complete the following steps.
Please read these instructions fully and carefully.**

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For any questions about this process and to view Frequently Asked Questions, please visit:
<http://www.maine.gov/mlti/deployment/>

For any SAU interested in the MLTI Alternative Equivalent Value for Grade 7 & 8, please contact Jeff Mao at the Department of Education at jeff.mao@maine.gov or (207) 624-6634.

MLTI Grade 7 & 8 Instructions

June 2006

Please review the Staff Laptop Eligibility guidelines below and complete the following steps. Please read these instructions fully and carefully.

- 1) Open the downloaded copy of the *MLTI Staff Roster spreadsheet*. The form is available in two formats, open either Appleworks (.cwk) or Excel (.xls).
- 2) On the *MLTI Staff Roster spreadsheet*, enter the name and other requested information for **all professional staff** as described in the final paragraph below.
- 3) Email the completed spreadsheet to mlti.project@maine.gov no later than July 7, 2006.
- 4) The Superintendent must sign and date the *MLTI Device Order Form* (page 4) and return the form to the Department of Education. Forms must be returned by July 7, 2006 and FAXed to Heather Peel, (207) 624-6601 or mailed to:

**MLTI Project Office
Attn: Heather Peel
Maine Department of Education
23 State House Station
Augusta, ME 04333**

- 5) Complete the above procedures for each individual middle school in the School Administrative Unit.

The *MLTI Staff Laptop Eligibility Guidelines* and field descriptions for the *MLTI Staff Roster spreadsheet* are included on page 3 of this document. Page 4 is the *MLTI Device Order Form* that must be completed for each middle school in the SAU and returned to the MLTI Project Office. When completing this spreadsheet, keep in mind that the Department of Education is committed to provide as many staff members with MLTI devices as possible. The Department will provide MLTI devices to all staff who meet the Guidelines but will attempt to provide additional staff with MLTI devices if funding is available. For this reason, please list all professional staff you believe should have an MLTI device at your middle school on the *MLTI Staff Roster spreadsheet*. In addition, on the *MLTI Device Order Form* (page 4), please enter the number of ineligible professional and non-professional staff members for whom you wish to purchase MLTI devices, using local funding sources. If the Department is able to cover the costs of some of your ineligible professional staff, we will reduce your locally funded device order accordingly.

For questions on these or any other forms, please contact the MLTI Project Office:

Jeff Mao
Coordinator of Educational Technology
(207) 624-6634
jeff.mao@maine.gov

Heather Peel
MLTI Project Assistant
(207) 624-6746
heather.peel@maine.gov

MLTI Staff Laptop Eligibility Guidelines

MLTI Staff Laptop Eligibility Guidelines

All certified teachers who teach the following 7th and/or 8th grade subjects: math, science, language arts, social studies, and/or special education, will receive an MLTI device. If a middle school has a certified librarian, an additional device will be allocated for that librarian. All other certified classroom teachers (i.e., visual and performing arts, modern and classical languages, etc.) who spend 50% or more of their time (based on FTE) teaching 7th and/or 8th graders will receive an MLTI device. This does not include assistant principals, guidance counselors, social workers, nurses, or ed techs. All middle school principals will receive an MLTI device. Each MLTI school is allotted one MLTI device for the technical staff.

All staff devices will be deployed for the Fall of 2006.

MLTI Staff Roster spreadsheet field descriptions

Item	Description
First Name & Last Name	The full name of the staff member. If a position is currently vacant, but is expected to be filled for the Fall of 2006, enter "TBD".
MEDMS Staff ID	The unique 6 digit ID number assigned all staff members by MEDMS.
Subject(s)/Grade	For teachers, enter subjects taught to 7th &/or 8th graders. For example, "English 7" or "Math 7 & 8". For others, simply enter job role (ie. Principal, Librarian, Guidance, Tech Lead, etc).
7th &/or 8th FTE%	Enter the Full Time Equivalent percentage the teacher teaches to 7th &/or 8th graders. For Principal, Librarian, and Tech Lead, leave blank.
Maine Certified	For Principal, Teacher, and Librarian, enter "Y" if the staff member holds a valid Maine State Certification for their role.
MLTI Eligible	Enter "Y" for each staff member that meets the above MLTI Staff Laptop Eligibility Guidelines.

Please list all professional staff on the *MLTI Staff Roster spreadsheet*. You can download a copy of the spreadsheet from <http://www.maine.gov/mlti/deployment/>. If an eligible position is projected for the Fall, and currently vacant, enter "TBD" for name and enter other information as available. When the position is filled, please send Name and MEDMS Staff ID to Heather Peel, heather.peel@maine.gov.

Again, when completing this spreadsheet, keep in mind that the Department of Education is committed to providing as many staff members with MLTI devices as possible. The Department will provide MLTI devices to all staff who meet the Guidelines but will attempt to provide additional staff with MLTI devices if funding is available. For this reason, please list all professional staff you believe should have an MLTI device at your middle school on the *MLTI Staff Roster spreadsheet*. In addition, on the *MLTI Device Order Form* (page 4), please enter the number of ineligible professional and non-professional staff members for whom you wish to purchase MLTI devices, using local funding sources. If the Department is able to cover the costs of some of your ineligible professional staff, we will reduce your locally funded device order accordingly.

MLTI Grade 7 & 8 Device Order Form

Please complete and return a copy of this form for each middle school in your SAU to the MLTI Project Office. Forms must be returned by July 7, 2006 and FAXed to Heather Peel, (207) 624-6601 or mailed to:

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P L E A S E P R I N T L E G I B L Y

School Information			
1	SAU Name		MEDMS SAU Code
2	Superintendent Name		Superintendent Email
3	School Name		MEDMS School Code
4	Principal Name		Principal Email
Deployment Contact The Deployment contact is the individual that the SAU designates to be the primary contact from this point forward to coordinate all MLTI deployment phases (network installation, device delivery, etc.). This person should be available and able to coordinate access to school buildings, answer questions, and assist the MLTI Project Team and Apple Computer to successfully deploy the MLTI equipment and services to the school.			
5	Name		
6	Email, Phone		
MLTI Deployment			
7	Student Total (7 th + 8 th grade)		
8	Eligible Professional Staff (FROM MLTI STAFF ROSTER SPREADSHEET)		
9	MLTI Deployment Subtotal (Line 7+8)		
Locally Funded Deployment Below enter the number of staff members that the SAU wishes to purchase an MLTI device using local funding sources. Each device will cost \$300 per year for 4 years. The first payments for these devices will be due August 15, 2006. Subsequent year's payments will be due August 15 of that year.			
10	Ineligible Professional Staff		
11	Non-Professional Staff		
12	Local Deployment Subtotal (Line 10 + 11)		
13	Local Annual Cost (\$300 x Line 11)		
14	Total Devices Ordered (Line 9 + 12)		

I affirm that this information and the information contained on the *MLTI Staff Roster spreadsheet* is correct and accurate. I understand that the SAU named in Line 1 will be responsible for annual payments of the cost reflected on Line 13.

Superintendent Signature

Date

MLTI Grade 7 & 8 Participation Form

Please complete and return a copy of this form for each middle school in your SAU to the MLTI Project Office. Forms must be returned by July 7, 2006 and FAXed to Heather Peel, (207) 624-6601 or mailed to:

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School Administrative Unit: _____

MEDMS SAU Code (4 digits): _____

Middle School Name: _____

MEDMS School Code (4 digits): _____

SAU Responsibilities

- ✓ SAU agrees to deploy the MLTI laptop devices in a 1:1 fashion as defined by the Department.
- ✓ SAU agrees to implement student laptop take home policies and procedures by the start of the 2007-2008 school year (Year 2 of this MLTI program).
- ✓ SAU agrees that Principals and/or Superintendents will participate in annual State-sponsored Professional Development.
- ✓ SAU agrees to support teacher participation in ongoing Professional Development.
- ✓ SAU agrees to ensure that all users are aware of the SAU's Acceptable Use Policy (AUP) and to post a current copy of the AUP on the SAU's website.
- ✓ SAU agrees to host parent meeting(s) to orient parents on the program, AUP, goals, and expectations.
- ✓ SAU agrees to attend training for and implement an Internet Safety program (i.e., NetSmartz.org)
- ✓ SAU agrees to allow access to the MLTI Communication and Collaboration tools to all teachers.
- ✓ SAU agrees to take part in studies, surveys, etc. related to the MLTI project.
- ✓ SAU agrees to maintain the computer equipment in good working order.
- ✓ SAU agrees that any additional software installations on the devices will be fully licensed.
- ✓ SAU agrees to abide by the AppleCare warranty on the laptops and wireless network by using authorized repair methods, parts and providers, for the term of the agreement.
- ✓ SAU agrees to use the MLTI Local Depot or other Department Approved Apple Authorized Service Providers for all repairs of MLTI devices.
- ✓ SAU understands that failing to return defective replacement parts in a reasonable timeframe can result in late fees and parts replacement costs. SAU agrees to pay late fees and replacement costs.
- ✓ SAU agrees to return extra devices as population decreases, and to request additional devices as population increases.
- ✓ SAU agrees to maintain accurate records in the MLTI Asset Manager.

Please select one

_____ By signing below, we accept the responsibilities as outlined above, and wish to participate in the Maine Learning Technology Initiative program for the school year beginning in the Fall of 2006 and ending in the Spring of 2010.

_____ By signing below, we decline to participate in the Maine Learning Technology Initiative. We understand that we will not receive funds, equipment, or support provided by this State-funded program for the term of the MLTI Agreement beginning in the Fall of 2006 and ending in the Spring of 2010.

Superintendent

Date